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ROUTING AND TRANSMITTAL SLIP

Date: 10 Nov 86

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EXA/DDA		
2. SSA/DDA		
3. ADDA		
4. DDA		11 Nov 1986
5. DDA/Registry		

	Action		File		Note and Return
	Approval		For Clearance		Per Conversation
	As Requested		For Correction		Prepare Reply
	Circulate		For Your Information		See Me
	Comment		Investigate		Signature
	Coordination		Justify		

REMARKS

cc: All DA Office Directors done - sd

STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

* U.S.G.P.O.: 1983 -421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

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EXECUTIVE SECRETARIAT
ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR				
4	D/ICS				
5	DDI		X		
6	DDA		X		
7	DDO		X		
8	DDS&T		X		
9	Chm/NIC		X		
10	GC				
11	IG				
12	Compt				
13	D/OLL		X		
14	D/PAO				
15	D/PERS				
16	VC/NIC				
17	C/SE/DO		X		
18	C/Central Tvl Svcs		X		
19					
20					
21					
22					
	SUSPENSE				

Date

Remarks

STAT

Executive Secretary

10 Nov 86

Date

3637 (10-81)

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NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

November 7, 1986

Executive Registry
86-5193X

DDA/REG
LOGGED

~~CONFIDENTIAL~~

MEMORANDUM FOR MR. NICHOLAS PLATT
Executive Secretary
Department of State

MR. ROBERT B. ZOELLICK
Executive Secretary
Department of Treasury

COLONEL JAMES F. LEMON
Executive Secretary
Department of Defense

MR. JOHN RICHARDSON
Assistant to the Attorney General
and Chief of Staff
Department of Justice

MR. STEPHEN GLEASON
Executive Assistant to the Secretary
Department of the Interior

MR. FLOYD GAIBLER
Confidential Assistant to the Secretary
Department of Agriculture

MRS. HELEN ROBBINS
Executive Assistant to the Secretary
Department of Commerce

MR. DENNIS WHITFIELD
Under Secretary
Department of Labor

DDA REGISTRY
FILE: 30-13

MR. JAMES J. DELANEY
Executive Secretary
Department of Health and Human Services

MS. RUTH KNOUSE
Director, Executive Secretariat
Department of Transportation

MR. WILLIAM VITALE
Executive Secretary
Department of Energy

MR. L. WAYNE ARNY
Associate Director for National Security
and International Affairs
Office of Management and Budget

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Declassify: OADR

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25X1

Executive Secretary
Central Intelligence Agency

MR. JAMES FRIERSON
Chief of Staff
U.S. Trade Representative

MR. BERYL SPRINKEL
Chairman
President's Council of Economic Advisors

CAPTAIN JOSEPH C. STRASSER, USN
Executive Assistant to the Chairman
Joint Chiefs of Staff

MR. SAMUEL CHILK
Secretary of the Commission
Nuclear Regulatory Commission

MR. RICHARD MEYER
Executive Secretary
Agency for International Development

MR. WILLIAM STAPLES
Executive Secretary
Arms Control and Disarmament Agency

MR. JONATHAN F. THOMPSON
Executive Assistant to the Director
Office of Science and Technology Policy

MS. JANE KENNY
Administrator
General Services Administration

MR. LARRY R. TAYLOR
Chief of the Executive Secretariat
U.S. Information Agency

MR. HENRY E. CLEMENTS
Executive Officer
National Aeronautics and Space Administration

MR. FITZHUGH GREEN
Associate Administrator of International Activities
Environmental Protection Agency

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MR. JAMES GEER
Assistant Director, Intelligence Division
Federal Bureau of Investigation

MR. BODA BARTOCHA
Division Director
Division of International Programs
National Science Foundation

MR. WILLIAM H. DRAPER, III
President and Chairman
Export-Import Bank of the U.S.

MS. JANICE OBUCHOWSKI
Assistant to the Chairman for
International Communications
Federal Communications Commission

MR. CHARLES SIEGMAN
Senior Associate Director Division of
International Finance
Federal Reserve Board

[redacted] 25X1

Chief of Staff
National Security Agency

MR. WILLIAM VON RAAB
Commissioner
U.S. Customs Service

SUBJECT: TDY Travel to the USSR

In light of the recent Soviet decision to withdraw Embassy Moscow's staff of local employees and to impose a ceiling on U.S. TDY travel to the USSR, Ambassador Hartman has asked that we reduce non-essential TDY travel to Moscow and reduce the number of official delegations and visitors requiring Embassy services.

All U.S. agencies planning official travel to the Soviet Union should clear travel plans with the Office of Soviet Union Affairs of the Department of State, which will coordinate the plans with Embassy Moscow. Travel plans should be submitted in writing to EUR/SOV, Room 4225, The Department of State, (647-8956, 647-8670). The Office of Soviet Union Affairs will work with concerned agencies to establish a regular mechanism to facilitate the coordination of TDY travel over the longer term.

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This memorandum complements the President's Directive of February 22, 1982, on foreign travel, which requires that travel by government officials at the level of Assistant Secretary or above be approved by the National Security Adviser.

The Embassy will make every effort to provide as much support as possible. However, it will be unable to give its customary level of visitor support for the present. While the usual vehicle support, hotel reservations, ticketing, check cashing, and snack bar/commissary support will not be available from the Embassy, they normally can be obtained through Intourist. Exchange visitors should arrange to rely on their Soviet host organizations or Intourist for these services.

Rodney B. McDaniel
Executive Secretary

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